

*Committee Attendance:* Kelly Cameron, Jose Zegarra Holder, Bing Kung, Mona Hall McKenzie, Grant Moy, Suzanne Weiss, Noreene Wells, and Ben Wu. Absent: Jay Boyar, Treffaney Lowe. Cable Office Staff: Keith Watkins

**Call to order/Approval of Agenda/Minutes of May, June and September meetings**

- Kelly called the meeting to order at 7:05pm. Keith reported that interviews were held and the report of the committee had been forwarded to the CE office, along with their request for expedited action.
- A discussion followed of filling the remaining vacant seats on the committee and working with the County Executive's office on creating a workable quorum requirement for CCAC. Kelly re-presented some options previously discussed. CCAC is required to fill seats from certain localities, but those localities fail to put forth candidates for extended time periods and the vacancies are encumbering the work of the committee. It was decided that he would write to the CE office as CCAC Chair to present the sentiment that the quorum be reduced to a majority of the filled seats on the committee, but no less than five(5). He would also pursue finding out whether the section of code requiring seats to be filled by localities could be eliminated, and where else such requirements exist for committees.
- Keith will assist in verifying some names needed to finalize prior minutes. Kelly read aloud the May minutes, Grant made a motion to approve, none opposed. Bing made a motion to approve June minutes, none opposed. Kelly read the September minutes, Noreene moved to approve, none opposed. Bing moved to approve agenda. Discussion followed on time allotted for office report and need for increased discussion time for committee issues and concerns. It was discussed that CCAC business could precede office updates.

**Cable Office Report**

*Keith Watkins Investigator*

- Mitsuko Herrera, Cable Administrator, is working on the budget and will not attend the CCAC meeting.
- Keith shared the complaint report from the Cable Office. Complaints have been steady. Some calls are unrelated to Cable Office, but reflect satisfaction with previous experiences with Keith.
- Keith relayed the message from Mitsi that the budget costs were to remain flat for the County, which would actually require a 4% increase in revenue. Montgomery County Public Schools account for 56% of the County budget costs.
- Discussion followed of some of the additional services available to customers, such as online management of dvr's.
- Kelly will find out why the MFP meeting on quarterly cable service was cancelled, when the next meeting on service will be held, and when a draft of the resulting report from the cable providers at our September meeting will be made available.

### **Old Business**

- Cable Plan/PEG budgets: Keith will assist in identifying the timeline for the County budget so the CCAC can prepare to advocate for the funding needed. Suzanne reminded the committee that it was essential that the letter proposed before the summer be sent to the Council and Executive that requested a repayment commitment to the Cable Fund for funds being utilized for other purposes
- Ratification of June action: After discussion, Suzanne made a motion to ratify the CCAC decision in June to suspend meetings in July and August 2010. None opposed.
- The CCAC web info was discussed. Keith will assist in getting the correct information updated on the CCAC web as it is maintained by the Cable Office.

### **New Business**

- 2011 CCAC meeting dates: 1/26, 2/23, 3/23, 4/27, 5/25, 6/22, 7/27, 8/24, 9/28, 10/26, 11/16, 12/14 Keith will ask to have them added to the CCAC web.
- PEG tours will continue in November at MML office in Kensington.
- A discussion of the franchise fee calculation along with an overview of the payment process, from consumers through cable providers to MoCo. Franchise fees are paid into the Cable Fund.
- Jose requested that there be time designated at each meeting for discussion among the CCAC members, possibly specify the topic in advance.

### **Public Comments**

None presented.

**Adjourn** Meeting adjourned at 8:30pm.

Submitted by: Suzanne Weiss, CCAC Secretary